



DEPARTMENT OF THE NAVY
OFFICE OF THE COMPTROLLER
WASHINGTON, D.C. 20350-1100

IN REPLY REFER TO

NAVCOMPTINST 7420.27B
NCB-32L

23 SEP 1987

NAVCOMPT INSTRUCTION 7420.27B

From: Comptroller of the Navy

Subj: CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM

Ref: (a) NAVCOMPTINST 7420.21C of 10 Jan 1985 (NOTAL)
(b) FPMS Chapters 298 (NOTAL)
(c) OPM Bulletin 298-63 of 9 Oct 1985 (NOTAL)
(d) DoDI 7730.18 of 3 Jun 1987 (NOTAL)

Encl: (1) Instructions for Preparation of CPRRS, Report Guide
Revision #4
(2) Instructions for Editing and Balancing of Level II
CPRRS
(3) Requirements for IV-Phase Transmission of Level II
CPRRS
(4) Instructions for Preparation of CPRRS Report Guide with
Pay System Codes effective 1 Oct 1988 (FY 89)

1. Purpose. To provide completely revised instructions for preparation of the Civilian Personnel Resource Reporting System (CPRRS) reports. The CPRRS provides the Comptroller of the Navy (NAVCOMPT), major claimants, the Office of the Secretary of Defense (OSD), other government agencies, and the Office of Personnel Management (OPM) with expenditure and manpower information essential in the formulation of future civilian manpower budgets. The data base contains information used to prepare various data requirements in support of the above noted organizations. The policies and procedures contained in this instruction are effective 1 October 1987.

2. Cancellation. NAVCOMPTINST 7420.27A is cancelled as of 30 September 1987.

3. Scope. Enclosure (1) provides detailed instructions for preparation, editing and balancing of CPRRS reports for FY 1988. Enclosure (2) provides instructions for editing and balancing of Level II CPRRS Reports. Enclosure (3) provides requirements for IV-Phase transmission of CPRRS magnetic tapes. Enclosure (4) provides detailed instructions for preparation, editing and balancing of CPRRS reports beginning with the October 1988 (FY 1989) reports.

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4. Action

a. All CPRRS Level I activities will prepare monthly reports as specified in enclosure (1) and submit to Level II activity for receipt by the 12th workday following the last pay period ending in the month.


b. All CPRRS Level II activities will prepare and submit consolidated data in magnetic tape format as specified in enclosure (3) by the 16th work day following the last pay period ending in the month.

c. NAVCOMPT (NCB-32) will prepare and submit the Department of Navy reports as required by references (a) through (d) from the inputs cited in paragraph b.

NCB-32 will provide feedback reports for review and action within DoN to claimants and to Level I and II activities.

5. Reports. The reports contained in paragraph 4c have been assigned the following Interagency Report Control Symbols and are good for 3 years only from the date of this instruction:

0184-DOL-QU; BLS 790 (Employment Statistics) Program
1032-OPM-MO; Monthly Report of Federal Civilian Employees
0197-OPM-AN; Work-Years and Personnel Costs Bulletins


GEORGE W. DAVIS, VI
Deputy

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(See next page)

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INSTRUCTIONS FOR PREPARATION OF
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS)
REPORT GUIDE, REVISION 4

APPLICABLE TO REPORTS FOR THE
MONTHS OF OCTOBER 1987 THROUGH SEPTEMBER 1988

Prepared by:
Department of the Navy
Office of the Comptroller of the Navy (NCB-32)
Washington, DC 20350-1100

Special Note:

Pay Codes distributed in January 1987 Advance Draft is delayed until 1 Oct 1988. New line items have been added to section IV which were not included in the draft. Reporting requirement will remain graded and ungraded man-hours and dollar amounts for FY 1988.

Activities unable to distribute awards and bonuses applicable to new line items 234, 236 and 237 for the October 1987 report are to continue reporting these payments on line 232. Procedures to identify and report on the new lines are to be implemented as soon as possible.

Enclosure (1)

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SECTION 1: INTRODUCTION

The Civilian Personnel Resource Reporting System (CPRRS) requires a monthly report of various categories of Navy Civilian Manpower financial and man-hour data from all Navy activities. These reports provide the Comptroller of the Navy (NAVCOMPT) and the claimants with expenditure and man-hour information that is essential in the formulation of future civilian manpower budgets. The information is also used by NAVCOMPT to satisfy various Department of Defense (DoD) and other external monthly, quarterly, semi-annual and annual reporting requirements. CPRRS is the only official source of this civilian personnel data.

The report contains actual total man-hours of employment and total amount earned for civilian personnel by pay system category and further breaks these down into Object Class 11 (personnel compensation), Object Class 12 (personnel benefits) and Object Class 13 (benefits to former employees). The object class totals are also broken down by direct or reimbursable program, by type of employment (full time permanent, part-time permanent, etc.) and by specific types of earnings and benefits (basic salary, overtime, retirement, etc.).

Monthly reports, except for September and October, are based upon standard navy-wide biweekly pay periods. In those few cases where civilians are not paid on the standard cycle, special procedures must be developed to capture or estimate payroll costs so that all reports will cover the same period.

This revised guide is provided to assist in the preparation of report submissions and to explain the operation of the system in general, emphasizing report balancing and the adjustment and replacement procedures for late, erroneous, or incomplete submissions.

The major revisions bring the data reported in the system more in line with the data required in budget submissions. A glossary of terms has been added as Section 8.

SECTION 2: ORGANIZATION AND RESPONSIBILITIES

The CPRRS is composed of three levels: reporting, consolidating, and processing. The levels are identified as follows:

CPRRS Level I - Also known as the preparing activity.

ORGANIZATION - the authorization accounting activity (AAA) for any activity whose payroll is generated by the Navy Standard Civilian Payroll System (NAVSCIPS) or whose payroll preparing activity (PPA) is unable to generate the monthly CPRRS reports; otherwise, the PPA will be the Level I activity.

RESPONSIBILITIES - A Level I activity is responsible for preparing, editing and balancing the Monthly Report of Civilian Employment by Appropriation in accordance with the instructions included herein. The Level I activity will provide a copy of the monthly CPRRS input report to each paid activity. A separate report is required for each activity paid, and for each state/country in which a paid activity has employees working. However, a separate report is not required for employees on Temporary Additional Duty (TAD) in a different state. TAD employees should be included in the report for the parent activity at their normal location.

The reports will be submitted to the applicable Level II activity in a timely manner via magnetic tape with a printed report if the Level I activity is supported by automated data processing facilities; otherwise, the reports will be submitted by message. If there are any changes, additions or deletions to paid activities, area codes, locations, appropriations, subheads, the Level I activity should notify both Level II and Level III. A point of contact should be provided to Levels II and III. Level I activities are also responsible for reviewing feedback reports from Level III and for taking appropriate corrective action.

CPRRS Level II - also known as the finance center.

ORGANIZATION - the Navy Regional Finance Centers (NRFC's), Fleet Accounting and Disbursing Centers (FAADC's), Financial Information Processing Centers (FIPC's) and Marine Corps Finance Center.

RESPONSIBILITIES - The Level II activity is responsible for consolidating and validating Level I reports and submitting them to Level III. This level should provide a point of contact to both Level I and Level III to facilitate error resolution.

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CPRRS Level III - NAVCOMPT.

ORGANIZATION - The Financial and Statistical Reports Branch, Office of Budget and Reports within the Office of the Comptroller of the Navy.

RESPONSIBILITIES - Level III maintains a CPRRS data base containing data from the beginning of the current fiscal year and from this produces Navy-wide reports for headquarters, claimants, DoD and other government agencies. During monthly processing, this level revalidates all reports and resolves remaining errors with Level I or Level II activities and/or the appropriate claimant. Missing Level I reports are identified and the reports are estimated for analysis purposes. Level I and Level II activities and claimants are provided feedback reports which identify status (missing, late, on time, etc.) and which provide year-to-date totals and note out-of-balance conditions.

Claimants - Although not part of the CPRRS input process, claimants use the CPRRS feedback reports to formulate budgets and track budget execution. To facilitate these processes, claimants are responsible for ensuring that Level I activities under their cognizance report in a timely manner and that the reports of paid activities under their cognizance are correct and in balance. Claimants are also responsible for ensuring that all activities employing U.S. civilians and foreign direct hires are included in the CPRRS and that the correct identifying data is used. They should notify both Level III and the appropriate Level I activity of additions, deletions, transfers and other changes to paid activities, subheads and other identifying data.

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SECTION 3: AUTOMATED REPORT PREPARATION

CPRRS preparing activities having access to automatic data processing services must submit monthly reports (magnetic tape in card format) and printed reports. The fields are defined in the Glossary (Section 8).

<u>Position</u>	<u>Field</u>	<u>Description</u>
1-2	Report Month	2 Numeric
3-4	Claimant Code	2 Numeric
5-11	Blank	7 Alphanumeric
12	Area Code	1 Numeric
13-14	Location Code	2 Alphanumeric
15-24	Appropriation/Subhead	10 Alphanumeric
25-27	Line Number	3 Numeric
28	Finance Center Code	1 Alphanumeric
29-34	Preparing Activity UIC (Note 1)	6 Alphanumeric
35-40	Paid Activity UIC (Note 1)	6 Alphanumeric
41-45	Blank	5 Alphanumeric
46	Adjustment Code	1 Alphanumeric
47-54	Graded Hours	8 Numeric
55-63	Graded Amount	9 Numeric
64-71	Ungraded Hours	8 Numeric
72-80	Ungraded Amount	9 Numeric

Notes:

- 1: Right justified, left fill with leading zeros.
- 2: May contain a credit (negative) amount only if the line number is 101 or the adjustment codes "A".
- 3: If more than one line is reported on a transaction, the adjustment codes need not be the same.

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SECTION 4: MESSAGE REPORT PREPARATION

The message report will be used only by those preparing activities who do not send automated input to their assigned finance center. Each report must contain the following identifying information (see Section 8: Glossary for definitions): Report Month, Claimant Code, Area Code, Location Code, Appropriation Year/Number/Subhead, Preparing Activity UIC, Paid Activity UIC. For each unique combination of identifying information, report the applicable Information Line Numbers, Hours and Amounts. A sample Naval message is provided below.

To correct previously submitted reports, provide all of the above information plus an adjustment code (as defined in the Glossary). See paragraph 2 of sample Naval message.

NAVAL MESSAGE (SAMPLE)

FM NAVSTA ADAK AK

TO FAADCPAC SAN DIEGO CA

UNCLAS //N07300//

SUBJ: CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS)
REPORT

1. CLAIMANT CODE: 18 AREA CODE: 1 LOCATION CODE: 02
APPROPRIATION YEAR/NUMBER/SUBHEAD: 041804.1880
PREPARING UIC: 060462 PAID UIC: 000250

LINE NUMBER	ADJ CODE	GRADED HOURS	AMT	UNGRADED HOURS	AMT	(R
101		282	1,973			(R
102		78	396			(R
105			40			(R
109		360	2,409			(R
201		320	1,695			(R
221		40	323			(R
299		360	1,968			(R
401			115			(R
402			6			(R
403			142			(R
408			86			(R
499			349			(R
500			92			(R

Enclosure (1)

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NAVAL MESSAGE (SAMPLE) (CONTINUED)

2. CLAIMANT CODE: 18 AREA CODE: 1 LOCATION CODE: 02
APPROPRIATION YEAR/NUMBER/SUBHEAD: 041804.1880
PREPARING UIC: 060462 PAID UIC: 000250
MONTH: NOVEMBER GRADED

LINE NUMBER	ADJ CODE	HOURS	AMOUNT
101	A	3	25
102	A	-3	-5
223	R	0	146
224	R	0	0

3. POC IS M.T. JONES, AUTOVON 317-123-4567 OR COMMERCIAL
907-897-6543.

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SECTION 5: GENERAL REQUIREMENTS

This section describes general input requirements and, where applicable, how Level III processes the transaction if the requirements are not met.

1. Reports must be for the current fiscal year only. Once September reports have been processed by Level III, no other reports for that fiscal year will be accepted.

2. Hours and dollar amounts must be numeric (including zeros). Hours must be zero on the following lines:

<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>
105	225	234	401	406	410	414	420
222	226	236	402	407	411	415	500
223	232	237	403	408	412	416	602
224	233	241	405	409	413	417	

Hours must be nonzero on all other lines except line 101, which contains computed values (see Table 5).

Level III processing will zero-fill hours erroneously reported. This may cause the report to become out-of-balance.

3. Negative values may appear only on line 101 or when the adjustment code is "A". Level III processing will zero-out any and all other negative values. This may cause the report to become out-of-balance.

4. If an activity has been disestablished or transferred or if appropriations or subheads are changed, added or deleted, notify both Level II and Level III (NCB-32) as soon as possible. Level III will make the appropriate change to their master; results of such changes will appear on the feedback reports.

5. Once a report unit, that is, a specific combination of finance center, preparing UIC, paid UIC, location, appropriation year/number/subhead, area code, has been reported during the fiscal year, that combination must be reported the rest of the fiscal year unless Level III has been notified of termination or changes. If a report unit temporarily has no employees, submit a line 101 with zero hours and dollars, to prevent Level III from generating estimated amounts and thus overstating expenditures.

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The following CPRRS report format is provided as a summary and guide.

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CPRRS REPORT FORMAT

REPORT MONTH cc* (1-2)	CLAIMANT CODE (3-4)	BLANK (5-11)	AREA CODE (12)	LOCATION CODE (13-14)
APPROPRIATION/ SUBHEAD cc (15-24)	FINANCE CENTER (28)	PREPARING UIC (29-34)	PAID UIC (35-40)	ADJUSTMENT CODE (46)
			GRADED	UNGRADED
SECTION I - DIRECT AND REIMBURSABLE cc (25-27)		HOURS (47-54)	AMOUNT (55-63)	HOURS (64-71) AMOUNT (72-80)
101 DIRECT - OC 11/12/13				
102 REIMBURSABLE REGULAR TIME				
103 REIMBURSABLE OVERTIME				
104 REIMBURSABLE HOLIDAY PREMIUM PAY				
105 REIMBURSABLE BENEFITS - OC 12				
109 TOTAL - SECTION I				
SECTION II - PERSONNEL COMPENSATION - TYPE OF EMPLOYMENT (OC 11)				
201 FULL TIME PERM-BASIC SALARY				
202 FULL TIME PERM-OVERTIME				
203 FULL TIME PERM-LUMP SUM LEAVE				
205 PART TIME PERM-BASIC SALARY				
206 PART TIME PERM-OVERTIME				
207 PART TIME PERM LUMP SUM LEAVE				
209 FULL TIME TEMP-BASIC SALARY				
210 FULL TIME TEMP-OVERTIME				
211 FULL TIME TEMP-LUMP SUM LEAVE				
213 PART TIME TEMP-BASIC SALARY				
214 PART TIME TEMP-OVERTIME				
215 PART TIME TEMP-LUMP SUM LEAVE				
217 INTERMITTENT-BASIC SALARY				
218 INTERMITTENT-OVERTIME				
219 INTERMITTENT-LUMP SUM LEAVE				
221 HOLIDAY PREMIUM PAY				
222 DIFFERENTIAL-OUTSIDE CONUS				
223 PREMIUM PAY-FIREFIGHTERS, SCIENTIFIC/INVEST POSITIONS				
224 NIGHT DIFFERENTIAL				
225 HAZARDOUS DIFFERENTIAL				
226 SUNDAY DIFFERENTIAL				
232 OTHER AWARD				
233 REHIRED ANNUITANT SALARY				
234 NONINCENTIVE BONUS - NON-U.S.				
236 BONUSES AND PERFORMANCE AWARDS				

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	GRADED		UNGRADED	
	HOURS	AMOUNT	HOURS	AMOUNT
cc (25-27)	(47-54)	(55-63)	(64-71)	(72-80)
SECTION II CONT'D				
237 PRODUCTIVITY AWARDS				
241 OTHER OBJECT CLASS 11 COMPENSATION				
299 TOTAL - SECTION II				

SECTION IV - PERSONNEL BENEFITS - OC 12

401 FED EMPLOYEES HEALTH BENEFITS
402 FED EMPLOYEES GROUP LIFE INS
403 CIVIL SERVICE RETIREMENT
405 FED EMPLOYEES RET SYS - BASIC ANNUITY PLAN
406 THRIFT SAVINGS PLAN
407 UNIFORM ALLOWANCES
408 COLA OUTSIDE CONUS
409 QUARTERS ALLOWANCES OUTSIDE CONUS
410 PCS COSTS AND MOVING EXPENSES
411 CASH IN LIEU OF QUARTERS (MSC)
412 FICA FOR EMPLOYEES NOT UNDER CSRS OR FERS
413 MEDICARE TAX FOR CSRS EMPLOYEES
414 FICA FOR FERS EMPLOYEES
415 BENEFITS FOR NON-CITIZENS
416 FOREIGN SEPARATION LIABILITY
417 FICA COSTS FOR "OFFSET" EMPLOYEES
420 OTHER OBJECT CLASS 12 COSTS
499 TOTAL - SECTION IV

SECTION V - FORMER EMPLOYEE BENEFITS - OC 13

500 SEVERANCE PAY

SECTION VI - SPECIAL EMPLOYMENT PROGRAMS

601 BASIC COMPENSATION - OC 11
602 PERSONNEL BENEFITS - OC 12

Check List

1. The sum of lines 101 through 105 must equal 109.
2. The sum of lines 201 through 241 must equal 299.
3. The sum of lines 401 through 420 must equal 499.
4. The sum of lines 299, 499 and 500 must equal 109.

*cc=record position. The following positions are blank:(5-11)
(41-45).

Other positions are: line number, 25-27; adustment code, 46;
hours, 47-54 and 64-71; amount, 55-63 and 72-80.

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SECTION 6: REPORT BALANCING REQUIREMENTS

All reports must balance within each section and overall. For section balancing, the sum of hours reported on the detail lines of the section must equal the hours reported on the total line for that section (Sections I and II), and the sum of dollar amounts on the detail lines must equal the dollar amount on the total line (Sections I, II and IV). For overall balancing, the Section I total (line 109) must equal the sum of the total lines of Sections II, IV and V (lines 299, 499 and 500).

When changes are made to a prior month report, the report must be kept in balance; that is, when changes made to detail lines in Sections II or IV or V change the section total, corresponding changes must be made to detail lines in Section I.

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SECTION 7: REPLACEMENT/ADJUSTMENT PROCESSING

The replacement and adjustment features of the CPRRS allow correction to a prior report which was incomplete or inaccurate. Level I activities may use these features to correct reports, to supply omitted lines of reports, or to delete erroneously submitted lines. In the case of an erroneous report, the preparing activity may choose to adjust (increase or decrease) the incorrect lines or replace the erroneous lines with lines reflecting the correct values.

Level III (NAVCOMPT) will accept corrections only for the current fiscal year. Once the September reports have been processed, all transactions for the completed fiscal year will be rejected.

The balance within each section and the overall balance of the report must be maintained through the replacement/adjustment process. Consequently, when corrections are made to lines in Sections II, IV, or V, corresponding adjustments must usually be made to detail lines in Section I also. Corrections to total lines (109, 299 and 499) are not required.

Prepare corrections in the same way as regular reports except specify the month of the report being corrected and use an adjustment code as described below. Corrections to reports are made on a line by line basis. The four types of changes are insertion, deletion, replacement, and adjustment (increase/decrease).

1. Insertion - to add a line not previously reported, use a blank adjustment code.

2. Deletion - to delete an erroneously reported line, use adjustment code "R" and zero-fill hours and amount fields.

3. Replacement - to replace an entire line, use adjustment code "R". NOTE: Amounts reported in the hours and dollars fields will overlay existing amounts in the Level III CPRRS Master Record. Replacement of an entire report must be done on a line by line basis and may result in use of both blank and "R" adjustment codes.

4. Adjustment - to increase or decrease previously reported amounts, use adjustment code "A". NOTE: Amounts reported will be added to or subtracted from existing amounts on the Level III CPRRS Master Record.

The following are sample adjustments. In each example, it is assumed that the original report was in balance.

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EXAMPLE 1: Lump sum leave for permanent full time employees was not reported for November; report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
11	101	A	100	946
11	203	(Blank)	100	946

EXAMPLE 2: Lump sum leave was erroneously reported for permanent full time employees; report in subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
05	101	A	-100	-946
05	203	R	0	0

EXAMPLE 3: In February for full time permanent basic salary was overstated by \$550 and full time temporary basic salary was understated by the same amount; report in subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
02	201	A	0	-550
02	209	A	0	550

A. In example 1, if the original November line 101 had 6,789 hours and \$47,707, report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
11	101	R	6,889	58,653
11	203	(Blank)	100	946

B. In example 2, if the original May line 101 had 260 hours and \$8,646, report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
05	101	R	160	7,700
05	203	R	0	0

C. In example 3, if the original February input had 8,976 hours and \$111,302 on line 201 and 526 hours and \$4,534 on line 209, report in a subsequent month:

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<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
02	201	R	8,976	110,752
02	209	R	526	5,084

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SECTION 8: GLOSSARY OF TERMS

Adjustment Code - A one position code indicating the type of transaction. Valid codes are:

- Blank - indicates regular report or insertion
- A - adjust (increase or decrease) a previously submitted line
- R - replace a previously submitted line

Usage is described in Section 7.

Amount - Amount to the nearest whole dollar earned by civilian employees for the reported month and line number. NOTE: Salaries of foreign nationals will be reported in U.S. dollars. O&M,N and O&M,MC funds subject to the Foreign Currency Fluctuation, Defense Account procedures are to be reported at the budget rate of exchange.

Appropriation Number - Valid appropriation symbol cited as paying civilian personnel within this report. Valid civilian manpower funding appropriation symbols are provided in Table 4.

Appropriation Subhead - Valid subhead for the appropriation and fiscal year cited as listed in Volume II, Chapter 2, of the NAVCOMPT Manual.

Appropriation Year - Code identifying the year of the appropriation. Valid codes are provided in Table 4.

Area Code - A one position code identifying citizenship and/or general geographic area. Valid codes are:

<u>Code</u>	<u>Area</u>
1	United States (excluding departmental)
2	Outlying areas of the United States (U.S. citizens only)
3	Foreign (U.S. citizens only)
5	Outlying areas of U.S. (foreign nationals only)
6	Foreign (foreign nationals only)

Claimant Code - A two position code identifying the claimant or command administering the appropriation subhead in accordance with NAVCOMPT Manual Volume II, Chapter 2. Valid codes are provided in Table 1.

Finance Center Code - A one position code identifying the consolidating NRFC, FIPC, FAADC, or MCFC for this report. Valid finance center codes are provided in Table 2.

Hours - Number of man-hours for employees for the reported month and line number.

Information Line Number - A three digit number identifying type of man-hours and costs provided. Explanations and titles of individual line numbers are provided in Table 5.

Location Code - A two position code identifying the state or country where employees of the paid activity are permanently located. If an activity has personnel permanently located in more than one state/country, separate reports are required for each location. Separate reports are not required for employees on TAD in different locations. TAD employees should be included in the parent activity report. Valid codes are provided in Table 3.

Paid Activity UIC - The unit identification code (UIC) from NAVCOMPT Manual Volume 2, Chapter 5 which uniquely identifies the activity employing the reported personnel.

Preparing Activity UIC - The unit identification code (UIC) from NAVCOMPT Manual Volume 2, Chapter 5 which uniquely describes the Level I activity; the Authorization Accounting Activity or payroll preparing activity submitting the report.

Report Month - Monthly reports are based on standard, Navy-wide biweekly pay periods. Each monthly report, except for September and October, includes two or three complete biweekly pay periods. The October report includes costs from 1 October through the end of the last full "standard" pay period ending in October and the September report reflects costs through 30 September. In those few cases where civilians are not paid on the standard biweekly cycle, special procedures must be established to capture and report payroll costs incurred during the standard report period. A schedule of pay periods to be covered in each monthly report will normally be distributed by NAVCOMPT (NCB-32) before the beginning of each fiscal year.

<u>Code</u>	<u>Month</u>	<u>Code</u>	<u>Month</u>
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

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Report Unit - A unique combination of Finance Center, preparing activity UIC, paid activity UIC, Area, Location, Appropriation Year/Number/Subhead, claimant.

SECTION 9: PROCESSING OF DELINQUENT REPORTS BY NAVCOMPT

A missing or "delinquent" report unit (see definition in Section 8) is defined as a previously reported unit for which no current month report is received at Level III. The Level III CPRRS will detect those "delinquent" report units within a Level I activity's current month submission.

"Substitute" (estimated) report(s) will be generated at Level III for each missing report unit using prior actual submissions for the delinquent activity as described below:

- 1) No estimates are made for missing October reports or for missing months of inactive records.
- 2) For missing November reports, if an October report is present, the October datum is divided by the number of pay period days in October (creating an average daily rate) and multiplied by the number of pay period days in November.
- 3) For missing December reports, if both October and November reports are in, the sum of their data is divided by the sum of the pay period days in those 2 months and multiplied by the number of pay period days in December. If only one prior month is present, its data is divided by the number of pay period days for that month and multiplied by the number of pay period days in December.
- 4) For missing January (and subsequent months), if the reports for the preceding 3 months are in, the data for those 3 months are divided by the sum of the pay period days for those 3 months and multiplied by the number of pay period days in the month being computed. If only 2 months are in, data and pay period days from these 2 months are used. If only 1 of the 3 prior months is in, only that 1 month is used. If all 3 prior months are missing, no estimation is performed. Estimated data is NOT used to create other estimated data.

Historical information will be retained in the NAVCOMPT data base for each report unit throughout the year. NAVCOMPT will produce status reports based upon this historical information in order to identify those activities which are consistently late in meeting CPRRS report deadlines. This monthly status report will be provided to claimants and Level I and Level II activities.

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SECTION 10: FEEDBACK REPORTS

(To be added at a later date)

Table 1: Claimant Codes

<u>Code</u>	<u>Office</u>
11	Office of the Chief of Naval Operations
12	Under Secretary of the Navy (SFRMD)
14	Office of Naval Research
15	Naval Intelligence Command
18	Naval Medical Command (formerly BUMED)
19	Naval Air Systems Command
22	Naval Military Personnel Command (formerly BUPERS)
23	Naval Supply Systems Command
24	Naval Sea Systems Command
25	Naval Facilities Engineering Command
27	Commandant of the Marine Corps
30	Navy Strategic Systems Project Office
33	Military Sealift Command
39	Space and Naval Warfare Systems Command
60	Commander in Chief, Atlantic Fleet
61	Commander in Chief, U.S. Naval Forces Europe
62	Chief of Naval Education and Training
63	Naval Telecommunications Command
65	Naval Oceanography Command
69	Naval Security Group Command
70	Commander in Chief, Pacific Fleet
72	Commander, Naval Reserve Force

NOTE: No other claimant codes are authorized. Discuss any problems with NAVCOMPT personnel responsible for CPRRS systems and reports (NCB-32).

Activities subordinate to CINCPAC, Naval Data Automation Command (NAVDAC) or CINCLANT must be reported under claimant code 11.

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Table 2: Finance Center Codes

<u>Code</u>	<u>Center</u>
1	Navy Regional Finance Center, Washington, DC
3	Fleet Accounting and Disbursing Center, Atlantic Norfolk, VA
5	Navy Regional Finance Center, Great Lakes, IL
7	Naval Supply Center, Oakland, CA
8	Fleet Accounting and Disbursing Center, Pacific San Diego, CA
9	Marine Corps Finance Center, Kansas City, MO
E	Naval Education and Training Program Management Support Activity, Pensacola, FL
F	Naval Construction Battalion Center, Port Hueneme, CA
H	Fleet Accounting and Disbursing Center, Pacific Det. Pearl Harbor, HI
L	Naval Reserve Financial Information Processing Center, New Orleans, LA

NOTE: As a result of the learning experience of bringing up new Level II consolidating activities, care must be exercised in this transition in the future. It is strongly recommended that dual/joint performance of actual reports be done on a trial/test basis for 2-3 months data prior to official reporting by the new Level II Activity.

NOTE: Other FC Codes will be assigned as new FIPC's become consolidating Level II activities.

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Table 3: Location Codes

<u>Code</u>	<u>State</u>
01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland, excluding SMSA*
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island
45	South Carolina
46	South Dakota

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<u>Code</u>	<u>State</u>
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia, excluding SMSA*
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming
57	Maryland, SMSA* only
58	Virginia, SMSA* only

*The Washington, DC Standard Metropolitan Statistical Area (SMSA) encompasses the following:

- 11. District of Columbia;
- 57. Maryland: Counties of Montgomery, Prince Georges, Charles, Calvert and Frederick.
- 58. Virginia: Cities of Alexandria, Falls Church, Fairfax, Manassas, and Manassas Park; Counties of Arlington, Fairfax, Loudoun, Prince William, and Stafford.

FOREIGN COUNTRIES

<u>Code</u>	<u>Country</u>
AS	Australia
BF	Bahamas
BA	Bahrain
BG	Bangladesh
BB	Barbados
BD	Bermuda
IO	British Indian Ocean Territory (Diego Garcia)
BM	Burma
CA	Canada
CE	Sri Lanka
PM	Canal Zone
CU	Cuba
DR	Dominican Republic
EG	Egypt
FR	France
GE	Germany
GR	Greece
HA	Haiti
HK	Hong Kong
IC	Iceland

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<u>Code</u>	<u>Country</u>	
IN	India	
ID	Indonesia	
IT	Italy	
JA	Japan	
JM	Jamaica	(A)
KS	Korea	
KU	Kuwait	
MY	Malaysia	
NL	Netherlands	
NZ	New Zealand	
PE	Peru	(A)
PK	Pakistan	
RP	Philippines	
PO	Portugal	
SA	Saudi Arabia	
SN	Singapore	
SP	Spain	
TH	Thailand	
UK	United Kingdom	

UNITED STATES (POSSESSIONS AND ADMINISTERED AREAS)

<u>Code</u>	<u>Country</u>
AQ	American Samoa
GQ	Guam
JQ	Johnston Atoll
MQ	Midway Island
RQ	Puerto Rico
JA	Ryukyu Islands, Southern (Japan)
HO	Swan Islands (Honduras)
NQ	Trust Territories of the Pacific Islands
BQ	Navassa Islands
IQ	U.S. Miscellaneous Pacific Islands
VQ	Virgin Islands
WQ	Wake Island

NOTE: State/country (location) pertains to an employee's work site and not his residence. Separate reports are required for employees permanently located in different states/or countries, not for employees on TAD.

Contact NAVCOMPT (NCB-32) for country codes not listed.

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Table 4: Civilian Manpower Funding Appropriations

Revolving Funds and No-Year Accounts

<u>Appropriation Symbol</u>	<u>Keypunched Appropriation</u>	<u>Short Title</u>	<u>Title</u>
17X4002	0X4002	LSNA	Laundry Service, Naval Academy
17X4912	0X4912	NIF	Navy Industrial Fund
17X4914	0X4912	MCIF	Marine Corps Industrial Fund
17X8242	0X8242	FMS	Advances, Foreign Military Sales

- NOTE: Use a zero in the first position of the Keypunched Appropriation.

Annual and Multiple-Year Accounts

<u>Appropriation Symbol</u>	<u>Keypunched Appropriation</u>	<u>Short Title</u>	<u>Title</u>
17-11*1080	0*1080	MAE	Military Assistance
17*1106	0*1106	O&M,MC	Operation and Maintenance, Marine Corps
17*1107	0*1107	O&M,MCR	Operation and Maintenance, Marine Corps Reserve
17*1205	0*1205	MCN	Military Construction, Navy.
17*1319	0*1319	RDT&E,N	Research, Development, Test and Evaluation, Navy
17*1804	0*1804	O&M,N	Operation and Maintenance, Navy
17*1806	0*1806	O&M,NR	Operation and Maintenance, Navy Reserve

- NOTE: * is the terminal digit of the fiscal year of the appropriation; e.g. for fiscal year 1987, use '7'.

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Table 5: CPRRS Report Line Definitions

Basic Definitions

Object Class 11 - Personnel Compensation

Object Class 12 - Personnel Benefits

Object Class 13 - Benefits to Former Personnel

SECTION I - Direct and Reimbursable. Purpose of this section is to provide data on reimbursable labor which is needed for budget preparation and execution monitoring. Data is not needed on lines 102 through 105 for industrial fund activities. Section I totals on line 109 should be repeated on line 101 for industrial funds for balancing purposes.

Line 101 - Direct Hours and Object Classes 11, 12, and 13.
Line 101 is computed by subtracting the sum of lines 102 through 105 from line 109. Data for line 109 must be computed first. Line 101 may be a negative figure.

Line 102 - Reimbursable Regular Time - Regular Time Hours and Costs Applicable to Reimbursable Work. Add acceleration for leave but not for benefits; hours and costs are both to be accelerated for leave. Include premium pay and differentials not reported on lines 103 and 104.

Line 103 - Reimbursable Overtime Hours and Costs. No acceleration.

Line 104 - Reimbursable Holiday Premium Pay Hours and Costs. No acceleration.

Line 105 - Reimbursable Benefits Estimated to be Expensed. Based on the appropriate acceleration factor or actual costs, if available, for benefits and severance pay. (Hours must be zero.)

Line 109 - Total for Section I. Line 109 will be computed as the total of Section II (line 299) plus Section IV (line 499) plus Section V (line 500).

SECTION II - Personnel Compensation - Type of Employment and Earnings - Object Class 11 costs.

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- Line 201 - Full Time Permanent - Basic Salary (including merit pay increases for GM 13-15 employees) paid to full time employees with permanent appointments. The nature of the appointment is controlling, not the nature of the position.
- Line 202 - Full Time Permanent - Overtime.
- Line 203 - Full Time Permanent - Lump Sum Annual Leave.
- Line 205 - Part Time Permanent - Basic Salary.
- Line 206 - Part Time Permanent - Overtime.
- Line 207 - Part Time Permanent - Lump Sum Annual Leave.
- Line 209 - Full Time Temporary - Basic Salary for full time employment for a limited period of time, generally less than a year. Includes employees with term appointments and indefinite appointments.
- Line 210 - Full Time Temporary - Overtime.
- Line 211 - Full Time Temporary - Lump Sum Annual Leave.
- Line 213 - Part Time Temporary - Basic Salary.
- Line 214 - Part Time Temporary - Overtime.
- Line 215 - Part Time Temporary - Lump Sum Annual Leave.
- Line 217 - Intermittent - Basic Salary.
- Line 218 - Intermittent - Overtime.
- Line 219 - Intermittent - Lump Sum Annual Leave.

NOTE: Basic salary/straight time means hours of work for which employees are paid at their rate of basic pay. Include hours paid for annual, sick, holiday, and other paid leave.

Straight time hours exclude hours paid at overtime rates, lump sum leave hours, and hours earned as compensatory time. (When earned compensatory time is taken, it should be reported as straight time.)

Hours worked by part time employees which are in excess of

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their part time tour of duty but not in excess of eight hours in a day or 40 hours in a week should be reported as straight time.

Straight time hours include hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules (e.g., 4 day work week) where hours in excess of 8 hours per day are not considered overtime.

Some employees have basic work weeks of straight time pay for more than 40 hours. For example, fire fighters are available for duty for 72 straight hours. For purposes of this report, hours and salary for the first 40 hours of work should be reported as straight time; salary only for time worked over 40 hours up to 72 hours should be reported as premium pay; hours and salary for work over 72 hours should be reported as overtime.

Do not include reimbursement to the Office of Personnel Management for rehired annuitants - see line 233.

Overtime is hours of work in excess of 8 hours in a day (excluding hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules where hours in excess of 8 hours per day are not considered overtime) or in excess of 40 hours in an administrative work week. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Note that the straight time and overtime lines should include both (1) hours worked by employees comprising the current active work force and (2) hours worked by employees who separated from the agency during the current reporting period.

Line 221 - Hours and earnings for work on holidays (over 8 hours of holiday work is overtime and should be reported on overtime lines).

Line 222 - Post differential - payments above the basic rate at hardship posts abroad that are based on conditions of environment differing substantially from those in the contiguous 48 States and the District of Columbia as defined in 5 U.S.C. 5925. (Hours must be zero.)

Line 223 - Premium pay for duty over basic 40-hour work week up to 72 hours for fire fighters and scientific and

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investigative positions. (Hours must be zero.)
Report pay and hours worked over 72 hours as over-time.

- Line 224 - Differential paid for night work or shift work. Includes payments to prevailing rate (wage) employees, even though night pay may be considered part of basic pay for retirement pay entitlement or for other purposes. (Hours must be zero.)
- Line 225 - Hazardous duty pay for graded employees or environmental differential for wage board employees. (Hours must be zero.)
- Line 226 - Differential paid for Sunday work. (Hours must be zero.)
- Line 232 - Other awards not elsewhere described. Includes beneficial suggestion awards and other awards not included in lines 234 through 237. (Hours must be zero.)
- Line 233 - Rehired annuitant salary reimbursed to Office of Personnel Management. (Hours must be zero.) Do not include these earnings in basic salary lines.
- Line 234 - Foreign nonincentive bonuses. Christmas, seasonal or other similar bonuses paid to foreign nationals. (Hours must be zero.)
- Line 236 - Bonuses and performance awards. Cash awards (one-time payments) for performance including sustained superior performance, merit pay awards to GM Personnel, and SES bonuses. Excludes group awards for productivity. (Hours must be zero.)
- Line 237 - Productivity Awards. Awards given to groups for productivity achievements. (Hours must be zero.)
- Line 241 - Other object class 11 compensation not otherwise specified. Includes allowance for recruitment and retention of physicians, remote site allowance, danger pay, educator extracurricular pay and other object class 11 payments not otherwise specified. (Hours must be zero.)

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Line 299 - Total for Section II

SECTION IV - Personnel Benefits - Employer Contributions For -
Object Class 12 costs. (Hours must be zero.)

Line 401 - Federal Employee Health Benefits Act (FEHBA) Costs.

Line 402 - Federal Employees Group Life Insurance (FEGLI)
Costs.

Line 403 - Civil Service Retirement Costs.

Line 405 - Federal Employees Retirement System (FERS); Basic
Annuity Plan.

Line 406 - Thrift Savings Plan

Line 407 - Uniform Allowances.

Line 408 - Cost-of-Living Allowances (COLA) for persons outside
continental U.S. As described in 5 U.S.C. 5924 and
Chapter 200 of the State Department Standardized
Regulations, includes post allowance, separate
maintenance allowance, education allowance,
educational travel and various transfer allowances.

Line 409 - Quarters allowances for persons outside continental
U.S. As described in 5 U.S.C. 5923 and Chapter 100
of the State Department Standardized Regulations,
include living quarters allowance and temporary
lodging allowance.

Line 410 - PCS related costs. Object Class 12 includes
authorized allowances for expenses incurred in
connection with the sale of a residence, or settle-
ment of an unexpired lease, subsistence while
occupying temporary quarters (e.g. supplementary
post allowance), and miscellaneous moving expenses,
as authorized under 5 U.S.C. 5724a. Charges for
other PCS expenses are classified under Object Class
21, 22, or 25, as appropriate. Special procedures
must be established locally to collect and report
object class 12 PCS related costs, as payments are

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not part of the payroll. Costs reported may be based upon obligation estimates rather than expenditures.

- Line 411 - Cash in lieu of quarters (MSC civilian mariner only).
- Line 412 - FICA Costs, including OASDI and Medicare Taxes, for U.S. Citizens who are not enrolled in CSRS or FERS Retirement Systems.
- Line 413 - Medicare Tax contribution for employees enrolled in CSRS.
- Line 414 - FICA Costs, including OASDI and Medicare Taxes, for employees enrolled in the new FERS Retirement Plan.
- Line 415 - Benefits for non-citizens such as health benefits, taxes paid by the U.S., etc.
- Line 416 - Foreign Separation Liability. Report current obligation/expense accruals, not final liquidation payments to individuals.
- Line 417 - FICA costs for "offset" employees. A few employees hired after 1 January 1984, and with 5 years cumulative service as of 1 January 1987, will remain in the "interim" (pre-FERS) retirement system. They are eligible for Civil Service Retirement System and Social Security benefits except that the CSRS annuity is offset (reduced) when the employee becomes eligible for Social Security. Report CSRS contributions for these employees on line 403. (Hours must be zero.)
- Line 420 - Object Class 12 compensation not otherwise specified. Personnel benefits not elsewhere described.
- Line 499 - Total for Section IV

SECTION V - Former Employee Benefits - Object Class 13 Costs

- Line 500 - Severance Pay. (Hours must be zero.)

SECTION VI - Special Employment Programs (Memorandum Entries) Hours and earnings for Special Employment Programs which are exempt from

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ceilings set by the Congress and OMB. These programs consist of the Junior Fellowship Program, the Worker-Trainee Opportunities Program, the Summer Aid Program and Stay-in-School employees.

Man-hours and earnings for Special Employment Program:

Line 601 - Basic Compensation - Object Class 11.

Line 602 - Personnel Benefits - Object Class 12.
(Hours must be zero.)

NOTE: Memorandum entries should be reported in Sections I, II and IV as applicable and are reported in Section VI for identification purposes only.

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INSTRUCTIONS FOR EDITING AND BALANCING OF LEVEL II
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEMS

1. A Master Report Unit List should be established and maintained at each Level II activity for use as a log-in record of their assigned Level I activities and for verification purposes. A point of contact should be established with each activity.
2. Transactions should be edited and balanced as described in Enclosure (1). Errors and out-of-balance conditions detected in the Level I submissions should be corrected as far as possible prior to submission to Level III. NAVCOMPT (NCB-32) should be contacted at autovon 227-7819 or commercial 202-697-7819 when unusual situations occur.

Enclosure (2)

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REQUIREMENTS FOR IV-PHASE TRANSMISSION OF LEVEL II
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS) DATA

1. Transmission of Level II data for the monthly CPRRS report will be completed on or before the 16th working following the last pay period ending in the month. Activities not able to meet this deadline should contact NCB-32, autovon 227-7819.
2. Submitting Level II activities should contact the NARDAC Washington, shift supervisor autovon 288-3674/5, commercial (202) 433-3674/5. Transmitting activities must identify the system (CPRRS) and type of transmission (e.g., IV-Phase) to the shift supervisor.
3. Questions concerning transmission schedules should be directed to the shift supervisor. Any problems should be directed to NCB-32 for resolution.
4. The Marine Corps Finance Center will forward magnetic tape for receipt by the 16th work day following the last pay period ending in the month.

Navy Regional Data Automation Command
Building 196, Code 5012
Washington Navy Yard
Washington, DC 20374-1963

5. Specifications for the Marine Corps tape are as follows:

9 Track Standard IBM
Unlabeled
Record Length = 80
6250 BPI

Enclosure (3)

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INSTRUCTIONS FOR PREPARATION OF
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS)
REPORT GUIDE, REVISION 4

PROCEDURES EFFECTIVE FOR REPORTING PERIODS
BEGINNING 1 OCTOBER 1988 (FY89)

Prepared by:
Department of the Navy
Office of the Comptroller of the Navy (NCB-32)
Washington, DC 20350-1100

Enclosure (4)

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SECTION 1: INTRODUCTION

The Civilian Personnel Resource Reporting System (CPRRS) requires a monthly report of various categories of Navy Civilian Manpower financial and man-hour data from all Navy activities. These reports provide the Comptroller of the Navy (NAVCOMPT) and the claimants with expenditure and man-hour information that is essential in the formulation of future civilian manpower budgets. The information is also used by NAVCOMPT to satisfy various Department of Defense (DoD) and other external monthly, quarterly, semi-annual and annual reporting requirements. CPRRS is the only official source of this civilian personnel data.

The report contains actual total man-hours of employment and total amount earned for civilian personnel by pay system category and further breaks these down into Object Class 11 (personnel compensation), Object Class 12 (personnel benefits) and Object Class 13 (benefits to former employees). The object class totals are also broken down by direct or reimbursable program, by type of employment (full time permanent, part-time permanent, etc.) and by specific types of earnings and benefits (basic salary, overtime, retirement, etc.).

Monthly reports, except for September and October, are based upon standard navy-wide biweekly pay periods. In those few cases where civilians are not paid on the standard cycle, special procedures must be developed to capture or estimate payroll costs so that all reports will cover the same period.

This revised guide is provided to assist in the preparation of report submissions and to explain the operation of the system in general, emphasizing report balancing and the adjustment and replacement procedures for late, erroneous, or incomplete submissions.

The major revisions bring the data reported in the system more in line with the data required in budget submissions. A glossary of terms has been added as Section 8.

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SECTION 2: ORGANIZATION AND RESPONSIBILITIES

The CPRRS is composed of three levels: reporting, consolidating, and processing. The levels are identified as follows:

CPRRS Level I - Also known as the preparing activity.

ORGANIZATION - the authorization accounting activity (AAA) for any activity whose payroll is generated by the Navy Standard Civilian Payroll System (NAVSCIPS) or whose payroll preparing activity (PPA) is unable to generate the monthly CPRRS reports; otherwise, the PPA will be the Level I activity.

RESPONSIBILITIES - A Level I activity is responsible for preparing, editing and balancing the Monthly Report of Civilian Employment by Appropriation in accordance with the instructions included herein. The Level I activity will provide a copy of the monthly CPRRS input report to each paid activity. A separate report is required for each activity paid, and for each state/country in which a paid activity has employees working. However, a separate report is not required for employees on Temporary Additional Duty (TAD) in a different state. TAD employees should be included in the report for the parent activity at their normal location.

The reports will be submitted to the applicable Level II activity in a timely manner via magnetic tape with a printed report if the Level I activity is supported by automated data processing facilities; otherwise, the reports will be submitted by message. If there are any changes, additions or deletions to paid activities, area codes, locations, appropriations, subheads or pay system codes, the Level I activity should notify both Level II and Level III. A point of contact should be provided to Levels II and III. Level I activities are also responsible for reviewing feedback reports from Level III and for taking appropriate corrective action.

CPRRS Level II - also known as the finance center.

ORGANIZATION - the Navy Regional Finance Centers (NRFC's), Fleet Accounting and Disbursing Centers (FAADC's), Financial Information Processing Centers (FIPC's) and Marine Corps Finance Center.

RESPONSIBILITIES - The Level II activity is responsible for consolidating and validating Level I reports and submitting them to Level III. This level should provide a point of contact to both Level I and Level III to facilitate error resolution.

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CPRRS Level III - NAVCOMPT.

ORGANIZATION - The Financial and Statistical Reports Branch, Office of Budget and Reports within the Office of the Comptroller of the Navy.

RESPONSIBILITIES - Level III maintains a CPRRS data base containing data from the beginning of the current fiscal year and from this produces Navy-wide reports for headquarters, claimants, DoD and other government agencies. During monthly processing, this level revalidates all reports and resolves remaining errors with Level I or Level II activities and/or the appropriate claimant. Missing Level I reports are identified and the reports are estimated for analysis purposes. Level I and Level II activities and claimants are provided feedback reports which identify status (missing, late, on time, etc.) and which provide year-to-date totals and note out-of-balance conditions.

Claimants - Although not part of the CPRRS input process, claimants use the CPRRS feedback reports to formulate budgets and track budget execution. To facilitate these processes, claimants are responsible for ensuring that Level I activities under their cognizance report in a timely manner and that the reports of paid activities under their cognizance are correct and in balance. Claimants are also responsible for ensuring that all activities employing U.S. civilians and foreign direct hires are included in the CPRRS and that the correct identifying data is used. They should notify both Level III and the appropriate Level I activity of additions, deletions, transfers and other changes to paid activities, subheads and other identifying data.

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SECTION 3: AUTOMATED REPORT PREPARATION

CPRRS preparing activities having access to automatic data processing services must submit monthly reports (magnetic tape in card format) and printed reports. The fields are defined in the Glossary (Section 8).

<u>Position</u>	<u>Field</u>	<u>Description</u>
1-2	Report Month	2 Numeric
3	Finance Center Code	1 Alphanumeric
4-9	Preparing Activity UIC (Note 1)	6 Alphanumeric
10-15	Paid Activity UIC (Note 1)	6 Alphanumeric
16	Area Code	1 Numeric
17-18	Location Code	2 Alphanumeric
19	Blank (Reserved for future use)	
20-21	Appropriation Year	2 Alphanumeric
22-25	Appropriation Number	4 Numeric
26-29	Subhead	4 Alphanumeric
30-31	Claimant Code	2 Numeric
32-33	Pay System Code	2 Alphanumeric
34-36	Line Number	3 Numeric
37	Adjustment Code	1 Alphanumeric
38-45	Hours (Notes 1 and 2)	8 Numeric (signed)
46-54	Amount (Notes 1 and 2)	9 Numeric (signed)
55-56	Blank (Reserved for future use)	
57-59 (Note 3)	Line Number	3 Numeric
60	Adjustment code	1 Alphanumeric
61-68	Hours (Notes 1 and 2)	8 Numeric (signed)
69-77	Amount (Notes 1 and 2)	9 Numeric (signed)
78-80	Blank (Reserved for future use)	

Notes:

- 1: Right justified, left fill with leading zeros.
- 2: May contain a credit (negative) amount only if the line number is 101 or the adjustment codes "A".
- 3: If only one line is reported, positions 57-80 should be zero or blank-filled, as appropriate. If more than one line is reported on a transaction, the adjustment codes need not be the same.

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SECTION 4: MESSAGE REPORT PREPARATION

The message report will be used only by those preparing activities who do not send automated input to their assigned finance center. Each report must contain the following identifying information (see Section 8: Glossary for definitions): Report Month, Claimant Code, Area Code, Location Code, Appropriation Year/Number/Subhead, Preparing Activity UIC, Paid Activity UIC and Pay System Code. For each unique combination of identifying information, report the applicable Information Line Numbers, Hours and Amounts. A sample Naval message is provided below.

To correct previously submitted reports, provide all of the above information plus an adjustment code (as defined in the Glossary). See paragraph 2 of sample Naval message.

NAVAL MESSAGE (SAMPLE)

FM NAVSTA ADAK AK

TO FAADCPAC SAN DIEGO CA

UNCLAS //N07300//

SUBJ: CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS)
REPORT

1. CLAIMANT CODE: 18 AREA CODE: 1 LOCATION CODE: 02
 APPROPRIATION YEAR/NUMBER/SUBHEAD: 041804.1880
 PREPARING UIC: 060462 PAID UIC: 000250
 MONTH: JANUARY PAY SYSTEM CODE: G1

LINE NUMBER	ADJ CODE	HOURS	AMT
101		282	1,903
102		78	396
105			40
109		360	2,339
201		320	1,645
221		40	323
299		360	1,968
401			115
402			6
403			142
405			22
408			86
499			371
500			92

NAVAL MESSAGE (SAMPLE) (CONTINUED)

2. CLAIMANT CODE: 18 AREA CODE: 1 LOCATION CODE: 02
APPROPRIATION YEAR/NUMBER/SUBHEAD: 041804.1880
PREPARING UIC: 060462 PAID UIC: 000250
MONTH: NOVEMBER PAY SYSTEM CODE: G1

LINE NUMBER	ADJ CODE	HOURS	AMOUNT
101	A	3	25
102	A	-3	-5
223	R	0	146
224	R	0	0

3. POC IS M.T. JONES, AUTOVON 317-123-4567 OR COMMERCIAL
907-897-6543.

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SECTION 5: GENERAL REQUIREMENTS

This section describes general input requirements and, where applicable, how Level III processes the transaction if the requirements are not met.

1. Reports must be for the current fiscal year only. Once September reports have been processed by Level III, no other reports for that fiscal year will be accepted.

2. Hours and dollar amounts must be numeric (including zeros). Hours must be zero on the following lines:

<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>	<u>Line</u>
105	224	232	236	401	405	408	411	414	417
222	225	233	237	402	406	409	412	415	420
223	226	234	241	403	407	410	413	416	500

Hours must be nonzero on all other lines except line 101, which contains computed values (see Table 5).

Level III processing will zero-fill hours erroneously reported. This may cause the report to become out-of-balance.

3. Negative values may appear only on line 101 or when the adjustment code is "A". Level III processing will zero-out any and all other negative values. This may cause the report to become out-of-balance.

4. If an activity has been disestablished or transferred or if appropriations or subheads are changed, added or deleted, notify both Level II and Level III (NCB-32) as soon as possible. Level III will make the appropriate change to their master; results of such changes will appear on the feedback reports.

5. Once a report unit, that is, a specific combination of finance center, preparing UIC, paid UIC, location, appropriation year/number/subhead, area code and pay system code, has been reported during the fiscal year, that combination must be reported the rest of the fiscal year unless Level III has been notified of termination or changes. If a report unit temporarily has no employees, submit a line 101 with zero hours and dollars, to prevent Level III from generating estimated amounts and thus overstating expenditures.

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The following CPRRS report format is provided as a summary and guide.

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CPRRS REPORT FORMAT

REPORT MONTH cc* (1-2)	FINANCE CENTER (3)	PREPARING UIC (4-9)	PAID UIC (10-15)	AREA CODE (16)
LOCATION CODE (17-18)	APPROPRIATION YEAR/ NUMBER/SUBHEAD (20-29)	CLAIMANT CODE (30-31)	PAY SYSTEM CODE (32-33)	
SECTION I - DIRECT AND REIMBURSABLE		ADJUSTMENT CODE	HOURS	AMOUNT
101 DIRECT - OC 11/12/13				
102 REIMBURSABLE REGULAR TIME				
103 REIMBURSABLE OVERTIME				
104 REIMBURSABLE HOLIDAY PREMIUM PAY				
105 REIMBURSABLE BENEFITS - OC 12				Zero
109 TOTAL - SECTION I				
SECTION II - PERSONNEL COMPENSATION - TYPE OF EMPLOYMENT (OC 11)				
201 FULL TIME PERM-BASIC SALARY				
202 FULL TIME PERM-OVERTIME				
203 FULL TIME PERM-LUMP SUM LEAVE				
205 PART TIME PERM-BASIC SALARY				
206 PART TIME PERM-OVERTIME				
207 PART TIME PERM LUMP SUM LEAVE				
209 FULL TIME TEMP-BASIC SALARY				
210 FULL TIME TEMP-OVERTIME				
211 FULL TIME TEMP-LUMP SUM LEAVE				
213 PART TIME TEMP-BASIC SALARY				
214 PART TIME TEMP-OVERTIME				
215 PART TIME TEMP-LUMP SUM LEAVE				
217 INTERMITTENT-BASIC SALARY				
218 INTERMITTENT-OVERTIME				
219 INTERMITTENT-LUMP SUM LEAVE				
221 HOLIDAY PREMIUM PAY				
222 DIFFERENTIAL-OUTSIDE CONUS				Zero
223 PREMIUM PAY-FIREFIGHTERS, SCIENTIFIC/INVEST POSITIONS				Zero
224 NIGHT DIFFERENTIAL				Zero
225 HAZARDOUS DIFFERENTIAL				Zero
226 SUNDAY DIFFERENTIAL				Zero
232 OTHER AWARD				Zero
233 REHIRED ANNUITANT SALARY				Zero
234 NONINCENTIVE BONUS - NON-U.S.				Zero
236 BONUSES AND PERFORMANCE AWARDS				Zero

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SECTION II CONT'D	ADJUSTMENT CODE	HOURS	AMOUNT
237 PRODUCTIVITY AWARDS		Zero	
241 OTHER OBJECT CLASS 11 COMPENSATION		Zero	
299 TOTAL - SECTION II			
SECTION IV - PERSONNEL BENEFITS - OC 12			
401 FED EMPLOYEES HEALTH BENEFITS		Zero	
402 FED EMPLOYEES GROUP LIFE INS		Zero	
403 CIVIL SERVICE RETIREMENT		Zero	
405 FED EMPLOYEES RET SYS - BASIC ANNUITY PLAN		Zero	
406 THRIFT SAVINGS PLAN		Zero	
407 UNIFORM ALLOWANCES		Zero	
408 COLA OUTSIDE CONUS		Zero	
409 QUARTERS ALLOWANCES OUTSIDE CONUS		Zero	
410 PCS COSTS AND MOVING EXPENSES		Zero	
411 CASH IN LIEU OF QUARTERS (MSC)		Zero	
412 FICA FOR EMPLOYEES NOT UNDER CSRS OR FERS		Zero	
413 MEDICARE TAX FOR CSRS EMPLOYEES		Zero	
414 FICA FOR FERS EMPLOYEES		Zero	
415 BENEFITS FOR NON-CITIZENS		Zero	
417 FICA COSTS FOR "OFFSET" EMPLOYEES		Zero	
416 FOREIGN SEPARATION LIABILITY		Zero	
420 OTHER OBJECT CLASS 12 COSTS		Zero	
499 TOTAL - SECTION IV		Zero	
SECTION V - FORMER EMPLOYEE BENEFITS - OC 13			
500 SEVERANCE PAY		Zero	

Check List

1. The sum of lines 101 through 105 must equal 109.
2. The sum of lines 201 through 241 must equal 299.
3. The sum of lines 401 through 420 must equal 499.
4. The sum of lines 299, 499 and 500 must equal 109.

*cc=record position. The following positions are blank: 19, 55, 56, 78-80.

Other positions are: line number, 34-36 and 57-59; adustment code, 37 and 60; hours, 38-45 and 61-68; amount, 46-54 and 69-77.

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SECTION 6: REPORT BALANCING REQUIREMENTS

All reports must balance within each section and overall. For section balancing, the sum of hours reported on the detail lines of the section must equal the hours reported on the total line for that section (Sections I and II), and the sum of dollar amounts on the detail lines must equal the dollar amount on the total line (Sections I, II and IV). For overall balancing, the Section I total (line 109) must equal the sum of the total lines of Sections II, IV and V (lines 299, 499 and 500).

When changes are made to a prior month report, the report must be kept in balance; that is, when changes made to detail lines in Sections II or IV or V change the section total, corresponding changes must be made to detail lines in Section I.

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SECTION 7: REPLACEMENT/ADJUSTMENT PROCESSING

The replacement and adjustment features of the CPRRS allow correction to a prior report which was incomplete or inaccurate. Level I activities may use these features to correct reports, to supply omitted lines of reports, or to delete erroneously submitted lines. In the case of an erroneous report, the preparing activity may choose to adjust (increase or decrease) the incorrect lines or replace the erroneous lines with lines reflecting the correct values.

Level III (NAVCOMPT) will accept corrections only for the current fiscal year. Once the September reports have been processed, all transactions for the completed fiscal year will be rejected.

The balance within each section and the overall balance of the report must be maintained through the replacement/adjustment process. Consequently, when corrections are made to lines in Sections II, IV, or V, corresponding adjustments must usually be made to detail lines in Section I also. Corrections to total lines (109, 299 and 499) are not required.

Prepare corrections in the same way as regular reports except specify the month of the report being corrected and use an adjustment code as described below. Corrections to reports are made on a line by line basis. The four types of changes are insertion, deletion, replacement, and adjustment (increase/decrease).

1. Insertion - to add a line not previously reported, use a blank adjustment code.
2. Deletion - to delete an erroneously reported line, use adjustment code "R" and zero-fill hours and amount fields.
3. Replacement - to replace an entire line, use adjustment code "R". NOTE: Amounts reported in the hours and dollars fields will overlay existing amounts in the Level III CPRRS Master Record. Replacement of an entire report must be done on a line by line basis and may result in use of both blank and "R" adjustment codes.
4. Adjustment - to increase or decrease previously reported amounts, use adjustment code "A". NOTE: Amounts reported will be added to or subtracted from existing amounts on the Level III CPRRS Master Record.

The following are sample adjustments. In each example, it is assumed that the original report was in balance.

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EXAMPLE 1: Lump sum leave for permanent full time employees in pay system code G1 was not reported for November; report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
11	101	A	100	946
11	203	(Blank)	100	946

EXAMPLE 2: Lump sum leave was erroneously reported for permanent full time employees in pay code GM in May; report in subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
05	101	A	-100	-946
05	203	R	0	0

EXAMPLE 3: In February for pay system code W1, full time permanent basic salary was overstated by \$550 and full time temporary basic salary was understated by the same amount; report in subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
02	201	A	0	-550
02	209	A	0	550

EXAMPLE 4: In each of the above examples, replacement lines could have been used instead of adjustment lines.

A. In example 1, if the original November line 101 had 6,789 hours and \$47,707, report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
11	101	R	6,889	58,653
11	203	(Blank)	100	946

B. In example 2, if the original May line 101 had 260 hours and \$8,646, report in a subsequent month:

<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
05	101	R	160	7,700
05	203	R	0	0

C. In example 3, if the original February input had 8,976 hours and \$111,302 on line 201 and 526 hours and \$4,534 on line 209, report in a subsequent month:

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<u>MONTH</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
02	201	R	8,976	110,752
02	209	R	526	5,084

EXAMPLE 5: In December, \$163 for life insurance was erroneously included in the G1 report; it should have been included in the GM report; both reports contain \$400 for life insurance; report the following in a subsequent month:

<u>MONTH</u>	<u>PAY CODE</u>	<u>LINE NO.</u>	<u>ADJ CODE</u>	<u>HOURS</u>	<u>DOLLARS</u>
12	G1	101	A	0	-163
12	G1	402	A	0	-163
12	GM	101	A	0	163
12	GM	402	A	0	163

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SECTION 8: GLOSSARY OF TERMS

Adjustment Code - A one position code indicating the type of transaction. Valid codes are:

- Blank - indicates regular report or insertion
- A - adjust (increase or decrease) a previously submitted line
- R - replace a previously submitted line

Usage is described in Section 7.

Amount - Amount to the nearest whole dollar earned by civilian employees for the reported month and line number. NOTE: Salaries of foreign nationals will be reported in U.S. dollars. O&M,N and O&M,MC funds subject to the Foreign Currency Fluctuation, Defense Account procedures are to be reported at the budget rate of exchange.

Appropriation Number - Valid appropriation symbol cited as paying civilian personnel within this report. Valid civilian manpower funding appropriation symbols are provided in Table 4.

Appropriation Subhead - Valid subhead for the appropriation and fiscal year cited as listed in Volume II, Chapter 2, of the NAVCOMPT Manual.

Appropriation Year - Code identifying the year of the appropriation. Valid codes are provided in Table 4.

Area Code - A one position code identifying citizenship and/or general geographic area. Valid codes are:

<u>Code</u>	<u>Area</u>
1	United States (excluding departmental)
2	Outlying areas of the United States (U.S. citizens only)
3	Foreign (U.S. citizens only)
5	Outlying areas of U.S. (foreign nationals only)
6	Foreign (foreign nationals only)

Claimant Code - A two position code identifying the claimant or command administering the appropriation subhead in accordance with NAVCOMPT Manual Volume II, Chapter 2. Valid codes are provided in Table 1.

Finance Center Code - A one position code identifying the consolidating NRFC, FIPC, FAADC, or MCFC for this report. Valid finance center codes are provided in Table 2.

Hours - Number of man-hours for employees for the reported month and line number.

Information Line Number - A three digit number identifying type of man-hours and costs provided. Explanations and titles of individual line numbers are provided in Table 5.

Location Code - A two position code identifying the state or country where employees of the paid activity are permanently located. If an activity has personnel permanently located in more than one state/country, separate reports are required for each location. Separate reports are not required for employees on TAD in different locations. TAD employees should be included in the parent activity report. Valid codes are provided in Table 3.

Paid Activity UIC - The unit identification code (UIC) from NAVCOMPT Manual Volume 2, Chapter 5 which uniquely identifies the activity employing the reported personnel.

Pay System Code - A code describing the various categories of personnel for pay purposes. Valid codes are listed in Table 6.

Preparing Activity UIC - The unit identification code (UIC) from NAVCOMPT Manual Volume 2, Chapter 5 which uniquely describes the Level I activity; the Authorization Accounting Activity or payroll preparing activity submitting the report.

Report Month - Monthly reports are based on standard, Navy-wide biweekly pay periods. Each monthly report, except for September and October, includes two or three complete biweekly pay periods. The October report includes costs from 1 October through the end of the last full "standard" pay period ending in October and the September report reflects costs through 30 September. In those few cases where civilians are not paid on the standard biweekly cycle, special procedures must be established to capture and report payroll costs incurred during the standard report period. A schedule of pay periods to be covered in each monthly report will normally be distributed by NAVCOMPT (NCB-32) before the beginning of each fiscal year.

<u>Code</u>	<u>Month</u>	<u>Code</u>	<u>Month</u>
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

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Report Unit - A unique combination of Finance Center, preparing activity UIC, paid activity UIC, Area, Location, Appropriation Year/Number/Subhead, claimant, and pay system code.

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SECTION 9: PROCESSING OF DELINQUENT REPORTS BY NAVCOMPT

A missing or "delinquent" report unit (see definition in Section 8) is defined as a previously reported unit for which no current month report is received at Level III. The Level III CPRRS will detect those "delinquent" report units within a Level I activity's current month submission.

"Substitute" (estimated) report(s) will be generated at Level III for each missing report unit using prior actual submissions for the delinquent activity as described below:

- 1) No estimates are made for missing October reports or for missing months of inactive records.
- 2) For missing November reports, if an October report is present, the October datum is divided by the number of pay period days in October (creating an average daily rate) and multiplied by the number of pay period days in November.
- 3) For missing December reports, if both October and November reports are in, the sum of their data is divided by the sum of the pay period days in those 2 months and multiplied by the number of pay period days in December. If only one prior month is present, its data is divided by the number of pay period days for that month and multiplied by the number of pay period days in December.
- 4) For missing January (and subsequent months), if the reports for the preceding 3 months are in, the data for those 3 months are divided by the sum of the pay period days for those 3 months and multiplied by the number of pay period days in the month being computed. If only 2 months are in, data and pay period days from these 2 months are used. If only 1 of the 3 prior months is in, only that 1 month is used. If all 3 prior months are missing, no estimation is performed. Estimated data is NOT used to create other estimated data.

Historical information will be retained in the NAVCOMPT data base for each report unit throughout the year. NAVCOMPT will produce status reports based upon this historical information in order to identify those activities which are consistently late in meeting CPRRS report deadlines. This monthly status report will be provided to claimants and Level I and Level II activities.

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SECTION 10: FEEDBACK REPORTS

(To be added at a later date)

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Table 1: Claimant Codes

<u>Code</u>	<u>Office</u>
11	Office of the Chief of Naval Operations
12	Under Secretary of the Navy (SFRMD)
14	Office of Naval Research
15	Naval Intelligence Command
18	Naval Medical Command (formerly BUMED)
19	Naval Air Systems Command
22	Naval Military Personnel Command (formerly BUPERS)
23	Naval Supply Systems Command
24	Naval Sea Systems Command
25	Naval Facilities Engineering Command
27	Commandant of the Marine Corps
30	Navy Strategic Systems Project Office
33	Military Sealift Command
39	Space and Naval Warfare Systems Command
60	Commander in Chief, Atlantic Fleet
61	Commander in Chief, U.S. Naval Forces Europe
62	Chief of Naval Education and Training
63	Naval Telecommunications Command
65	Naval Oceanography Command
69	Naval Security Group Command
70	Commander in Chief, Pacific Fleet
72	Commander, Naval Reserve Force

NOTE: No other claimant codes are authorized. Discuss any problems with NAVCOMPT personnel responsible for CPRRS systems and reports (NCB-32).

Activities subordinate to CINCPAC, Naval Data Automation Command (NAVDAC) or CINCLANT must be reported under claimant code 11.

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Table 2: Finance Center Codes

<u>Code</u>	<u>Center</u>
1	Navy Regional Finance Center, Washington, DC
3	Fleet Accounting and Disbursing Center, Atlantic Norfolk, VA
5	Navy Regional Finance Center, Great Lakes, IL
7	Naval Supply Center, Oakland, CA
8	Fleet Accounting and Disbursing Center, Pacific San Diego, CA
9	Marine Corps Finance Center, Kansas City, MO
E	Naval Education and Training Program Management Support Activity, Pensacola, FL
F	Naval Construction Battalion Center, Port Hueneme, CA
H	Fleet Accounting and Disbursing Center, Pacific Det. Pearl Harbor, HI
L	Naval Reserve Financial Information Processing Center, New Orleans, LA

NOTE: As a result of the learning experience of bringing up new Level II consolidating activities, care must be exercised in this transition in the future. It is strongly recommended that dual/joint performance of actual reports be done on a trial/test basis for 2-3 months data prior to official reporting by the new Level II Activity.

NOTE: Other FC Codes will be assigned as new FIPC's become consolidating Level II activities.

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Table 3: Location Codes

<u>Code</u>	<u>State</u>
01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland, excluding SMSA*
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island
45	South Carolina
46	South Dakota

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<u>Code</u>	<u>State</u>
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia, excluding SMSA*
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming
57	Maryland, SMSA* only
58	Virginia, SMSA* only

*The Washington, DC Standard Metropolitan Statistical Area (SMSA) encompasses the following:

- 11. District of Columbia;
- 57. Maryland: Counties of Montgomery, Prince Georges, Charles, Calvert and Frederick.
- 58. Virginia: Cities of Alexandria, Falls Church, Fairfax, Manassas, and Manassas Park; Counties of Arlington, Fairfax, Loudoun, Prince William, and Stafford.

FOREIGN COUNTRIES

<u>Code</u>	<u>Country</u>
AS	Australia
BF	Bahamas
BA	Bahrain
BG	Bangladesh
BB	Barbados
BD	Bermuda
IO	British Indian Ocean Territory (Diego Garcia)
BM	Burma
CA	Canada
CE	Sri Lanka
PM	Canal Zone
CU	Cuba
DR	Dominican Republic
EG	Egypt
FR	France
GE	Germany
GR	Greece
HA	Haiti
HK	Hong Kong
IC	Iceland

(A

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<u>Code</u>	<u>Country</u>	
IN	India	
ID	Indonesia	
IT	Italy	
JA	Japan	
JM	Jamaica	(A)
KS	Korea	
KU	Kuwait	
MY	Malaysia	
NL	Netherlands	
NZ	New Zealand	
PE	Peru	(A)
PK	Pakistan	
RP	Philippines	
PO	Portugal	
SA	Saudi Arabia	
SN	Singapore	
SP	Spain	
TH	Thailand	
UK	United Kingdom	

UNITED STATES (POSSESSIONS AND ADMINISTERED AREAS)

<u>Code</u>	<u>Country</u>
AQ	American Samoa
GQ	Guam
JQ	Johnston Atoll
MQ	Midway Island
RQ	Puerto Rico
JA	Ryukyu Islands, Southern (Japan)
HO	Swan Islands (Honduras)
NQ	Trust Territories of the Pacific Islands
BQ	Navassa Islands
IQ	U.S. Miscellaneous Pacific Islands
VQ	Virgin Islands
WQ	Wake Island

NOTE: State/country (location) pertains to an employee's work site and not his residence. Separate reports are required for employees permanently located in different states/or countries, not for employees on TAD.

Contact NAVCOMPT (NCB-32) for country codes not listed.

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Table 4: Civilian Manpower Funding Appropriations

Revolving Funds and No-Year Accounts

<u>Appropriation Symbol</u>	<u>Keypunched Appropriation</u>	<u>Short Title</u>	<u>Title</u>
17X4002	0X4002	LSNA	Laundry Service, Naval Academy
17X4912	0X4912	NIF	Navy Industrial Fund
17X4914	0X4912	MCIF	Marine Corps Industrial Fund
17X8242	0X8242	FMS	Advances, Foreign Military Sales

- NOTE: Use a zero in the first position of the Keypunched Appropriation.

Annual and Multiple-Year Accounts

<u>Appropriation Symbol</u>	<u>Keypunched Appropriation</u>	<u>Short Title</u>	<u>Title</u>
17-11*1080	0*1080	MAE	Military Assistance
17*1106	0*1106	O&M,MC	Operation and Maintenance, Marine Corps
17*1107	0*1107	O&M,MCR	Operation and Maintenance, Marine Corps Reserve
17*1205	0*1205	MCN	Military Construction, Navy
17*1319	0*1319	RDT&E,N	Research, Development, Test and Evaluation, Navy
17*1804	0*1804	O&M,N	Operation and Maintenance, Navy
17*1806	0*1806	O&M,NR	Operation and Maintenance, Navy Reserve

- NOTE: * is the terminal digit of the fiscal year of the appropriation; e.g. for fiscal year 1987, use '7'.

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Table 5: CPRRS Report Line Definitions

Basic Definitions

Object Class 11 - Personnel Compensation

Object Class 12 - Personnel Benefits

Object Class 13 - Benefits to Former Personnel

SECTION I - Direct and Reimbursable. Purpose of this section is to provide data on reimbursable labor which is needed for budget preparation and execution monitoring. Data is not needed on lines 102 through 105 for industrial fund activities. Section I totals on line 109 should be repeated on line 101 for industrial funds for balancing purposes.

Line 101 - Direct Hours and Object Classes 11, 12, and 13.
Line 101 is computed by subtracting the sum of lines 102 through 105 from line 109. Data for line 109 must be computed first. Line 101 may be a negative figure.

Line 102 - Reimbursable Regular Time - Regular Time Hours and Costs Applicable to Reimbursable Work. Add acceleration for leave but not for benefits; hours and costs are both to be accelerated for leave. Include premium pay and differentials not reported on lines 103 and 104.

Line 103 - Reimbursable Overtime Hours and Costs. No acceleration.

Line 104 - Reimbursable Holiday Premium Pay Hours and Costs. No acceleration.

Line 105 - Reimbursable Benefits Estimated to be Expensed. Based on the appropriate acceleration factor or actual costs, if available, for benefits and severance pay. (Hours must be zero.)

Line 109 - Total for Section I. Line 109 will be computed as the total of Section II (line 299) plus Section IV (line 499) plus Section V (line 500).

SECTION II - Personnel Compensation - Type of Employment and Earnings - Object Class 11 costs.

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Line 201 - Full Time Permanent - Basic Salary (including merit pay increases for GM 13-15 employees) paid to full time employees with permanent appointments. The nature of the appointment is controlling, not the nature of the position.

Line 202 - Full Time Permanent - Overtime.

Line 203 - Full Time Permanent - Lump Sum Annual Leave.

Line 205 - Part Time Permanent - Basic Salary.

Line 206 - Part Time Permanent - Overtime.

Line 207 - Part Time Permanent - Lump Sum Annual Leave.

Line 209 - Full Time Temporary - Basic Salary for full time employment for a limited period of time, generally less than a year. Includes employees with term appointments and indefinite appointments.

Line 210 - Full Time Temporary - Overtime.

Line 211 - Full Time Temporary - Lump Sum Annual Leave.

Line 213 - Part Time Temporary - Basic Salary.

Line 214 - Part Time Temporary - Overtime.

Line 215 - Part Time Temporary - Lump Sum Annual Leave.

Line 217 - Intermittent - Basic Salary.

Line 218 - Intermittent - Overtime.

Line 219 - Intermittent - Lump Sum Annual Leave.

NOTE: Basic salary/straight time means hours of work for which employees are paid at their rate of basic pay. Include hours paid for annual, sick, holiday, and other paid leave.

Straight time hours exclude hours paid at overtime rates, lump sum leave hours, and hours earned as compensatory time. (When earned compensatory time is taken, it should be reported as straight time.)

Hours worked by part time employees which are in excess of

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their part time tour of duty but not in excess of eight hours in a day or 40 hours in a week should be reported as straight time.

Straight time hours include hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules (e.g., 4 day work week) where hours in excess of 8 hours per day are not considered overtime.

Some employees have basic work weeks of straight time pay for more than 40 hours. For example, fire fighters are available for duty for 72 straight hours. For purposes of this report, hours and salary for the first 40 hours of work should be reported as straight time; salary only for time worked over 40 hours up to 72 hours should be reported as premium pay; hours and salary for work over 72 hours should be reported as overtime.

Do not include reimbursement to the Office of Personnel Management for rehired annuitants - see line 233.

Overtime is hours of work in excess of 8 hours in a day (excluding hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules where hours in excess of 8 hours per day are not considered overtime) or in excess of 40 hours in an administrative work week. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Note that the straight time and overtime lines should include both (1) hours worked by employees comprising the current active work force and (2) hours worked by employees who separated from the agency during the current reporting period.

- Line 221 - Hours and earnings for work on holidays (over 8 hours of holiday work is overtime and should be reported on overtime lines).
- Line 222 - Post differential - payments above the basic rate at hardship posts abroad that are based on conditions of environment differing substantially from those in the contiguous 48 States and the District of Columbia as defined in 5 U.S.C. 5925. (Hours must be zero.)
- Line 223 - Premium pay for duty over basic 40-hour work week up to 72 hours for fire fighters and scientific and

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investigative positions. (Hours must be zero.)
Report pay and hours worked over 72 hours as over-time.

- Line 224 - Differential paid for night work or shift work. Includes payments to prevailing rate (wage) employees, even though night pay may be considered part of basic pay for retirement pay entitlement or for other purposes. (Hours must be zero.)
- Line 225 - Hazardous duty pay for graded employees or environmental differential for wage board employees. (Hours must be zero.)
- Line 226 - Differential paid for Sunday work. (Hours must be zero.)
- Line 232 - Other awards not elsewhere described. Includes beneficial suggestion awards and other awards not included in lines 234 through 237. (Hours must be zero.)
- Line 233 - Rehired annuitant salary reimbursed to Office of Personnel Management. (Hours must be zero.) Do not include these earnings in basic salary lines.
- Line 234 - Foreign nonincentive bonuses. Christmas, seasonal or other similar bonuses paid to foreign nationals. (Hours must be zero.)
- Line 236 - Bonuses and performance awards. Cash awards (one-time payments) for performance including sustained superior performance, merit pay awards to GM Personnel, and SES bonuses. Excludes group awards for productivity. (Hours must be zero.)
- Line 237 - Productivity Awards. Awards given to groups for productivity achievements. (Hours must be zero.)
- Line 241 - Other object class 11 compensation not otherwise specified. Includes allowance for recruitment and retention of physicians, remote site allowance, danger pay, educator extracurricular pay and other object class 11 payments not otherwise specified. (Hours must be zero.)

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Line 299 - Total for Section II

SECTION IV - Personnel Benefits - Employer Contributions For -
Object Class 12 costs. (Hours must be zero.)

Line 401 - Federal Employee Health Benefits Act (FEHBA) Costs.

Line 402 - Federal Employees Group Life Insurance (FEGLI)
Costs.

Line 403 - Civil Service Retirement Costs.

Line 405 - Federal Employees Retirement System (FERS); Basic
Annuity Plan.

Line 406 - Thrift Savings Plan

Line 407 - Uniform Allowances.

Line 408 - Cost-of-Living Allowances (COLA) for persons outside
continental U.S. As described in 5 U.S.C. 5924 and
Chapter 200 of the State Department Standardized
Regulations, includes post allowance, separate
maintenance allowance, education allowance,
educational travel and various transfer allowances.Line 409 - Quarters allowances for persons outside continental
U.S. As described in 5 U.S.C. 5923 and Chapter 100
of the State Department Standardized Regulations,
include living quarters allowance and temporary
lodging allowance.Line 410 - PCS related costs. Object Class 12 includes
authorized allowances for expenses incurred in
connection with the sale of a residence, or settle-
ment of an unexpired lease, subsistence while
occupying temporary quarters (e.g. supplementary
post allowance), and miscellaneous moving expenses,
as authorized under 5 U.S.C. 5724a. Charges for
other PCS expenses are classified under Object Class
21, 22, or 25, as appropriate. Special procedures
must be established locally to collect and report
object class 12 PCS related costs, as payments are

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not part of the payroll. Costs reported may be based upon obligation estimates rather than expenditures.

- Line 411 - Cash in lieu of quarters (MSC civilian mariner only).
- Line 412 - FICA Costs, including OASDI and Medicare Taxes, for U.S. Citizens who are not enrolled in CSRS or FERS Retirement Systems.
- Line 413 - Medicare Tax contribution for employees enrolled in CSRS.
- Line 414 - FICA Costs, including OASDI and Medicare Taxes, for employees enrolled in the new FERS Retirement Plan.
- Line 415 - Benefits for non-citizens such as health benefits, taxes paid by the U.S., etc.
- Line 416 - Foreign Separation Liability. Report current obligation/expense accruals, not final liquidation payments to individuals.
- Line 417 - FICA costs for "offset" employees. A few employees hired after 1 January 1984, and with 5 years cumulative service as of 1 January 1987, will remain in the "interim" (pre-FERS) retirement system. They are eligible for Civil Service Retirement System and Social Security benefits except that the CSRS annuity is offset (reduced) when the employee becomes eligible for Social Security. Report CSRS contributions for these employees on line 403. (Hours must be zero.)
- Line 420 - Object Class 12 compensation not otherwise specified. Personnel benefits not elsewhere described.
- Line 499 - Total for Section IV

SECTION V - Former Employee Benefits - Object Class 13 Costs

- Line 500 - Severance Pay. (Hours must be zero.)

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Table 6: Pay System Codes

<u>CPRRS Code</u>	<u>Definition</u>	<u>Related OPM, PADS and NCPDS Codes</u>
D1	All demonstration project positions	Codes beginning with "D"
ES	Senior Executive Service	ES
EX	Executive Pay	EX
G1	General Schedule Types	GS
G2	Faculty - Naval War College, Naval Academy and Postgraduate School	AD
G3	Experts, consultants and Advisory Committee members (SUSC 3109 and similar authorities)	EC, ED, EE, EF, EG, EH, EI
G4	Teachers in dependent schools	AD
G5	Schedule A employment. Section 213.3102(v) and (w) classified and paid at GS rate	GW, YV, YW
G6	Federal Junior Fellowship Program Schedule B Section 213.3202(F) or Worker Trainee Opportunities Program (WTOP) employees paid under a graded pay plan (appointment authority 307.102 or 307.103 or 315.704)	(no unique code)
GM	General Manager types	GM
G9	Other Administratively determined salaried positions not elsewhere defined	FC, FD, GG, GH, SR, AD not listed above
ST	Scientific and Professional (10 USC 1581- (P.L 313 type)	ST

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W1	Federal Wage System (FWS)	SZ, Codes beginning with B, W and X except WM and WW, WZ
W5	Same as G5 except classified under and paid at a regularly established rate under a Wage System or at a special rate under agency authority	YV, YW, WW
W6	Worker - Trainee Opportunities Program (WTOP) employees paid under a prevailing rate pay plan (appoint- ment authority 307.102 or 307.103 or 315.704)	(no unique code)
WM	Civilian Marine (Maritime)	WM
FG	Foreign non-wage board except those identified in other codes	AG, CZ, NM, and
FW	Foreign wage board types	SZ, MO, MS, NU, and WZ

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INSTRUCTIONS FOR EDITING AND BALANCING OF LEVEL II
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEMS

1. A Master Report Unit List should be established and maintained at each Level II activity for use as a log-in record of their assigned Level I activities and for verification purposes. A point of contact should be established with each activity.
2. Transactions should be edited and balanced as described in Enclosure (1). Errors and out-of-balance conditions detected in the Level I submissions should be corrected as far as possible prior to submission to Level III. NAVCOMPT (NCB-32) should be contacted at autovon 227-7819 or commercial 202-697-7819 when unusual situations occur.

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REQUIREMENTS FOR IV-PHASE TRANSMISSION OF LEVEL II
CIVILIAN PERSONNEL RESOURCE REPORTING SYSTEM (CPRRS) DATA

1. Transmission of Level II data for the monthly CPRRS report will be completed on or before the 16th working following the last pay period ending in the month. Activities not able to meet this deadline should contact NCB-32, autovon 227-7819.
2. Submitting Level II activities should contact the NARDAC Washington, shift supervisor autovon 288-3674/5, commercial (202) 433-3674/5. Transmitting activities must identify the system (CPRRS) and type of transmission (e.g., IV-Phase) to the shift supervisor.
3. Questions concerning transmission schedules should be directed to the shift supervisor. Any problems should be directed to NCB-32 for resolution.
4. The Marine Corps Finance Center will forward magnetic tape for receipt by the 16th work day following the last pay period ending in the month.

Navy Regional Data Automation Command
Building 196, Code 5012
Washington Navy Yard
Washington, DC 20374-1963

5. Specifications for the Marine Corps tape are as follows:

9 Track Standard IBM
Unlabeled
Record Length = 80
6250 BPI